In mid-August Procurement Services will begin mailing check payments daily, instead of once weekly.

Pick-up requests will continue to remain an option when paperwork needs to accompany a check or if there’s a need to hand deliver payment. Check requests that are submitted with “pick-up handling” selected, will continue to be processed once weekly on Tuesday mornings. Requests need to be fully approved in Prime Financials by end of day Monday in order to be processed on Tuesday mornings.

Please note the updated days and times for check pick-up.

- Pick-up at 701 Carnegie — Wednesday at noon (or anytime thereafter Monday–Friday, 8:45 a.m.–5:00 p.m.)
- Pick-up at Frist Campus Center — Thursday at 10:00 a.m. (or anytime thereafter Monday–Friday, 10:00 a.m.–6:00 p.m.)

Please continue to encourage payees and suppliers to accept payment electronically wherever possible to avoid delays with receiving their payments.

Should you have questions or need assistance, please contact the Financial Service Center by completing the Finance Inquiry Form or chatting with a representative here. They can also be reached at 609-258-3080 or finance@princeton.edu.

Paper Paychecks and Direct Deposit Reminder

For biweekly and monthly paid employees, all paper paychecks are now mailed directly to the home address on file. We encourage you to consider enrolling in direct deposit to deliver your biweekly or monthly payment directly to your bank account(s). To enroll in direct deposit, please visit HR Self Service, www.princeton.edu/selfservice, and select the Payroll tile, then Direct Deposit. You can also contact the Financial Service Center at finance@princeton.edu or 609-258-3080.
FINANCE REFRESHER SERIES

The Office of Finance & Treasury is pleased to offer a virtual learning opportunity called the Finance Refresher Series. This series will provide staff with a brief demonstration of some of our most common financial processes. Topics include creating requisitions and Non-PO Payments using the Procurement WorkCenter, running financial reports, creating expense reports in Concur, and onboarding domestic and foreign suppliers. After the demonstration, we will open up the room to questions. Join us for one or all of these sessions.

To register, click on the session title below or visit the Employee Learning Center.

- **Onboard Foreign and Domestic Suppliers**
  Wednesday, 9/21 from 1pm-2pm

- **Create Expense Reports in Concur**
  Tuesday, 9/29 from 2pm-3pm

- **Create Requisitions & Non-PO Payments using the Procurement WorkCenter**
  Tuesday, 10/4 from 11am-12pm

- **Understand & Run Financial Reports**
  Tuesday, 10/11 from 11am-12pm

If you have any questions regarding this series, please contact Allison Petito. For questions regarding the processes covered in these sessions, please contact the Financial Service Center using the Finance Inquiry Form, email, or phone 609-258-3080.

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BUILDING pathways

PRINCETON UNIVERSITY
DIVERSE SUPPLIER FAIR
Hosted By: Procurement Services

Tuesday, October 18, 2022
10:00 a.m. - 2:00 p.m.
Lewis Center for the Arts Forum

All are welcome to attend. Meet representatives from minority, woman, veteran, and LGBT-owned companies for a wide array of goods and services such as temporary staffing, event services, consulting, technology, laboratory supplies, and much more.

**CONTACT INFORMATION**
Michelle Thomas
Associate Director, Supplier Diversity
michelle.thomas@princeton.edu
609-258-8651

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Finance
COMING SOON

Monday, October 17, 2022
10:00 a.m.–2:00 p.m.
Frick Atrium

The Princeton University Travel Program will host a travel showcase on Monday, October 17. All faculty and staff who book or purchase group or individual travel are encouraged to attend.

The University’s preferred airlines, hotels, car rental companies, and transportation providers will be in attendance, along with University partners that support travelers and travel arrangers. Over 40 suppliers will be available to introduce or reacquaint you with their latest products and service offerings.

Educational sessions will also be offered. For more details, visit the 2022 Travel Showcase page.

Palmer House
Reopened for Guests

Palmer House has reopened its guest accommodations and is now accepting reservations. Located on Nassau Street only two blocks from the front gates of campus, the historic bed-and-breakfast is the only guest hotel/inn owned by Princeton University.

Palmer House offers elegant accommodations and free parking exclusively for University-sponsored guests. It is the preferred choice of many University departments for hosting individuals and small groups, and can only be booked by University faculty and staff. Guest accommodations can be paid through a department chartstring.

To make reservations, contact Innkeeper Jodi Pianka at palmerh@princeton.edu or visit http://www.princeton.edu/palmerhouse/reservations.html.

Working Abroad

Updated guidelines on working or engaging services outside the U.S. have been posted to the Finance & Treasury website, with more detailed guidance to follow during the fall 2022 semester.

Onboarding Foreign Suppliers

New reference guides are posted to assist departments with onboarding foreign guests or speakers.

- Decision tree for paying foreign guests or speakers
- Legal-to-pay guidelines

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